



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 125

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, Ph. D.
OIC- Schools Division Superintendent

SUBJECT : TEACHING WITH TECHNOLOGY SEMINAR

DATE : May 25, 2017

This office announces the conduct of Teaching with Technology Seminar on May 30, 2017, 9:00 am – 4:00 pm at Suarez Bldg., Luis Palad National High School.

This activity aims to train teachers on the proper use of technology for teaching and learning, helping them to become more effective, efficient, and engaged with their students.

Attached herewith are the list of participants, travel order and training design for your reference.

Immediate and wide dissemination of this Memorandum is highly anticipated.

ITO/ Workshop on Writing Activity Cards
DM- 125 /May 25, 2017

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Email us at: tayabas.city@deped.gov.ph
Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591
telefax no. : (042) 797-0054), (042) 797-0773





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AUTHORITY TO TRAVEL

Authority is hereby requested for:

1	Albeus Jay Cabuyao	21	Wilhelma Valencia
2	Dianne Charish Cabuyao	22	Adelina Onofre
3	Anna Monica Bautista	23	Riosan Arena
4	Rochelle Ibarrola	24	Cristina Esperanza
5	Troy Ardie Capistrano	25	Celeste Sumilang
6	Cristita Cabalsa	26	Cherry Lua
7	Analyn Cabriga	27	Joy Villoria
8	Rowena Oabel	28	Janice Suello
9	Princess Subeldia	29	Mary Joy Bombani
10	Lalaine Calabano	30	Rhoda Maranan
11	Marlon Villa	31	Janedel Caban
12	Baby Leonor deLuna	32	Romnick Laguartilla
13	Maria Cecilia Pagana	33	Rich-Ann Dulot
14	Marvin Rosales	34	John Benedict Aguerra
15	Nelson Edon	35	Ma. Edissa Contreras
16	Wendell Javin	36	Francis Navela
17	Abigail Vito	37	Ma. Luisa Abuel
18	Jasper Amulong	38	Rowena Eclavea
19	Geraldine Constantino	39	Jerwin Talisic
20	Angelica Cabiles	40	Roderick Baasis



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Purpose: To attend the Teaching with Technology Seminar

Destination: Luis Palad National High School

Date: May 30, 2017

Means of Transportation:

Travel is on: ☒ Official Business
☐ Official Time

Source of Funds (if official business)

☐ MOOE
☐ Other

Approved:


CATHERINE P. TALAVERA Ph. D.
OIC-Schools Division Superintendent

AS-AO Travel Order
TO- 440 /05-25-17

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TRAINING DESIGN

I. Title

TEACHING WITH TECHNOLOGY SEMINAR

II. Rationale

The City Division Office of Tayabas adheres to the principles of excellence through the utilization of the 21st century technology in education. With ICT as the tool to achieve educational goals, over the years it has evolved into a major driving force in attaining economic development and creating connections in the global digital community. It has been identified as a key towards growth and progress and a bridge towards the future.

With the legal mandate of promoting the right of all citizens to take appropriate steps in making education accessible to all, the Division Office is geared towards the transformation of education through teaching with technology.

The primary goal of this endeavor is to empower teachers on teaching with technology as one of the vital tools in the implementation of K to12 Program.

III. Objectives

The objectives of this training workshop are the following:

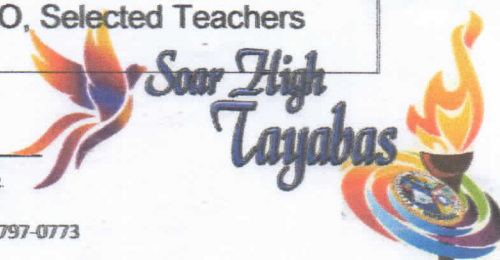
1. To train teachers on
 - Basics of Windows 10
 - Microsoft Office
 - Other Microsoft Applications
2. To use Microsoft Education Applications on teaching

IV. Expected Output

All participants are empowered on teaching with technology.

V. Activities

Activities	Date	Persons Involved
Planning Meeting of Core Team	First Week of May 2017	ITO
Conduct Teaching with Technology Seminar	May 30, 2017	ITO, Selected Teachers





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Submission of Evaluation and Accomplishment Reports	June 9, 2017	ITO
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VI. Participants

The participants of this training are 40 Teachers from different schools.

VII. Venue and Date

The conduct of this training will be held on May 30, 2017 at Luis Palad National High School.

VIII. Budgetary Requirements:

None

IX. Organizers/Trainers/Facilitators

1. Kendrick C. Cabriga – Information Technology Officer

X. Quality Assessment and Monitoring Evaluation

QAME TEAM

Chairperson – Dr. Edwin R. Rodriguez, Chief – SGOD

Co-Chairperson – Imelda C. Raymundo, Chief – CID

Members:

Kendrick C. Cabriga – Information Technology Officer I
T & D Personnel

XI. Sources of Fund

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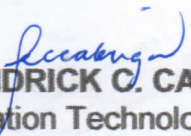




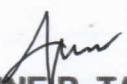
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Prepared by:


KENDRICK C. CABRIGA
Information Technology Officer

Approved:


CATHERINE P. TALAVERA, Ph. D.
OIC- Schools Division Superintendent

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TEACHING WITH TECHNOLOGY SEMINAR

TECHNICAL WORKING GROUP

Over-All Chairperson - DR. CATHERINE P. TALAVERA - Schools Division Superintendent
Co-Chairpersons - EDWIN PAUL M. NAVARRO – Asst. Schools Division Superintendent
- DR. EDWIN R. RODRIGUEZ, Chief, SGOD
- IMELDA C. RAYMUNDO, Chief, CID
- KENDRICK C. CABRIGA, Information Technology Officer

Members:

School ICT Coordinators

Committees:

1. Registration

Chairperson – Princess Subeldia
Member – Rochelle Ibarrola

2. Program

Chairperson – John Benedict Aguerra
Member – Romnick Laguartilla

3. Certificates

None- provided by Microsoft

4. Documentation

Chairperson – Lalaine Calabano
Member – Anna Monica Bautista

5. Physical Arrangement

Chairperson – Wendell Javin
Member – Geraldine Constantino

